MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

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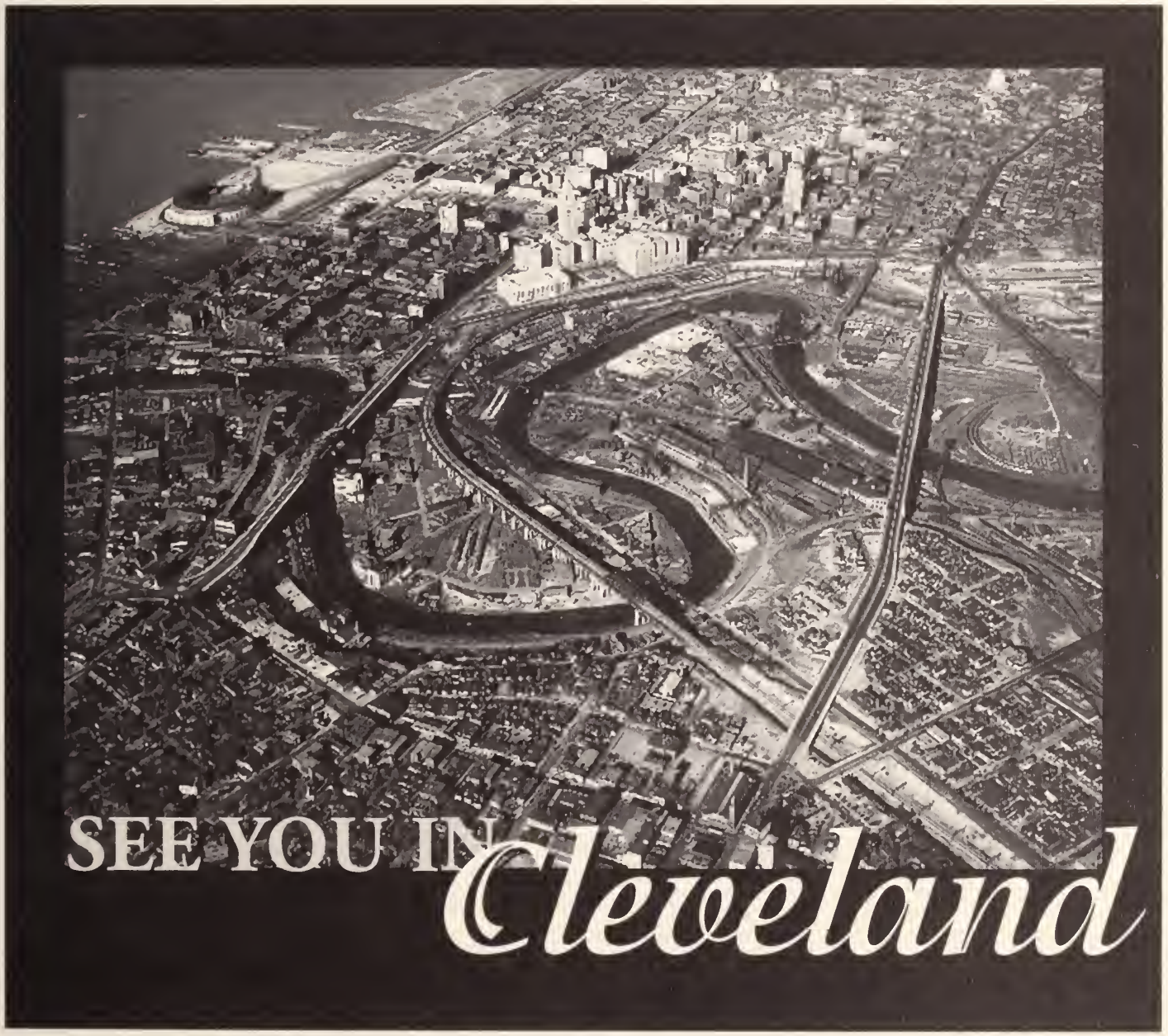

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Your Help Needed!

At the joint MAC/MARAC meeting in Cleveland, I will be representing MARAC in a session probing the relationship between SAA and the regional archival organizations. As your delegate I'd like to solicit your thoughts and ideas. The session "Improving Relationships Between SAA and Regional Archival Organizations," is intended as a constructive dialogue and has been scheduled for Saturday morning, October 21, at 9:45.

Please send me your thoughts on what's right and what's wrong with SAA and the regionals: what they're doing well, what they could do better, what kind of relationship should they share. Personal experiences, praise, frustrations, general ideas — any kind of "background material" is welcome.

I can be reached via e-mail to james.stimpert@jhu.edu or regular mail to MSE Library, Johns Hopkins University, 3400 N. Charles St., Baltimore, MD 21218. All contributions will be considered and will assist my preparation for this panel discussion. Thank you very much.

James Stimpert

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About the cover:
This aerial photograph of Cleveland comes via the Local Arrangements Committee for MAC/MARAC Fall 2000. The LAC's excellent website at www.csuohio.edu/CUT/ClevMM declares "'Cuyahoga' is Iroquois for 'crooked' or 'twisting' and this view of the river shows why it is aptly named."

Photo courtesy of the Western Reserve Historical Society.

From The Chair

During the past few months there have been two events that I would like to spend some time discussing here. The first is that MARAC's application for 501(c)(3) tax status was granted. The IRS approval of this change has some very positive implications. For example, in the past MARAC has paid taxes (mostly sales taxes) for goods and services at each conference. As a 501(c)(3), with state approval as a non-profit tax exempt organization, MARAC will now save a considerable amount of money — up to and in many cases over $1,000 — at each meeting. The MARAC Treasurer is completing tax applications for each state in which MARAC operates. Generally, federal tax exemption provides a very good head start to gain state approval in the same tax category. Our new status also benefits contributors. Donations to MARAC are tax deductible, an incentive not guaranteed with our previous status as a tax exempt business organization.

Second, MARAC has signed a new service contract with Kimball & Associates (K&A) for one year, through June 30, 2001. At the Steering Committee meeting in New Brunswick, the Ad Hoc Committee to Review the K&A Contract recommended renewing this contract with changes. Specifically, some services provided by K&A have reverted to MARAC for a savings of approximately $8,000. The two primary categories deleted from the new contract are financial services and most of the publishing. As a result, the MARAC Treasurer now performs basically the same services that were done before this contract was in existence. The primary difference is that checks are sent to K&A, then passed on to the Treasurer after financial information is recorded in the appropriate database, e.g. the membership database for new members and renewal, and registration databases for conferences. MARAC will continue to produce the *Mid-Atlantic Archivist* and other publications such as technical leaflets and conference volumes.

K&A will continue their conference work and mailings, publish the MARAC Membership Directory, and keep the membership and other databases current. The conference tasks include receiving registration checks, creating the database of registrant and conference-related information and providing certain items in registration packets, such as receipts, name tags and the list of conference participants. The MARAC Administrator from K&A will attend each conference to ensure that registration operates smoothly. K&A will continue to mail membership dues renewals (did you receive yours?), the *Mid-Atlantic Archivist,* election ballots and conference mailings. The Membership Directory is due to be published again early next year. The first directory done by K&A was distributed last fall. K&A will review the membership database to ensure that all information is current prior to publication. The membership database, an important K&A responsibility, is updated on a timely basis, with new and revised entries made within one week of receipt. Lists of members are periodically provided to Caucus Representatives and the Chair of the Membership Development Committee. This is the database that is checked to determine membership status for the directory, and to produce mailing labels for newsletters, conferences and other events, so it must be current and accurate.

Many thanks to the members of the Ad Hoc Committee to Review the K&A Contract, and the MARAC Officers who spent countless hours reviewing and reworking this contract to make it what we want. Thanks to Lisa Mangiafico, Marsha Trimble, Rebecca Collier and Ben Primer for all of their hard work. If there are any questions about the new contract, please do not hesitate to contact me.

As a final and very important note, I want to encourage you to come to Cleveland for the MAC/MARAC joint conference. The conference booklet tells you that Cleveland promises to be a meeting full of worthwhile and appealing activities. Everything from the Rock and Roll Hall of Fame to EAD training and serious discussions of archival issues. I hope to see all of you there.

Jim Byers, Chair
Archives of American Art
Smithsonian Institution
Phone: (202) 314-3905
Byersj@aaa.si.edu

Museum Archives Receives Grant From Mellon Foundation

The Philadelphia Museum of Art has announced the award of $750,000 from the Andrew W. Mellon Foundation for work on five collections: the Louise and Walter Arensberg Archives; the Marcel Duchamp Research Collection; the John G. Johnson Collection Archives; the Lloyd Goodrich and Edith Havens Goodrich, Whitney Museum of American Art, Record of Works by Thomas Eakins; and the Fiske Kimball Collection. The grant, the largest ever received by the Museum Archives, will fund arrangement, description and cataloguing of the collections using EAD. The resulting finding aids will be available on the Internet through RLIN, allowing greater public and scholarly access to these resources.

Each of the selected collections documents in manuscripts and photographs several figures who made key contributions to the Museum and its collections. After forming one of the most significant modern art collections in the US, Walter and Louise Arensberg gave their holdings to the Museum in 1950. Included were masterpieces by Brancusi, Picasso and Mondrian, along with the world's largest collection of works by Marcel Duchamp.

The John G. Johnson Collection of 1,271 paintings, bequeathed to the City of Philadelphia in 1917, contains most of the Museum's Renaissance works, a number of 17th century Dutch paintings, and important works by Monet, Degas and other 19th century artists. Philadelphia's outstanding painter of the 19th century, Thomas Eakins has earned international acclaim and the Museum's Galleries of American Art present the preeminent collection of his work. The Museum will present an Eakins exhibit in late 2001.

Connecting the collections to be processed under the Mellon grant is Fiske Kimball, distinguished architectural historian and director of the Museum from 1925 to 1955. During his tenure, the Museum installed the Johnson Collection in its galleries, received the Arensbergs' holdings, and acquired the contents of Eakins' studio.

The Philadelphia Museum of Art joins The Art Institute of Chicago, the Museum of Fine Arts in Boston, and the Brooklyn Museum of Art in the Museum Archives Initiative sponsored by the Mellon Foundation. In addition to funding key archival efforts, the Foundation has supported conservation, scholarly publications and curatorial positions at the Philadelphia Museum of Art. For general information on the Museum, call 215-763-8100 or visit www.philamuseum.org.

Architectural Photoreproductions Wins Award

Architectural Photoreproductions: A Manual for Identification and Care by Elénore Kissel and Erin Vigneau has received SAA's Preservation Publication Award. The monograph, based on research done on the Lord & Burnham collection of architectural plans, was published jointly by Oak Knoll Press and The New York Botanical Garden (NYBG), with partial funding provided by the Samuel H. Kress Foundation and the Graham Foundation for the Advance Studies of the Fine Arts.

Housed in the Archives of The LuEsther T. Mertz Library at the NYBG, the Lord & Burnham collection contains more that 140,000 drawings and prints in a variety of formats that presented the library's staff with significant challenges: proper conservation and storage of photo-reproduced materials depends on accurate identification. While rehousing the collection, the authors devised a method for identifying different types of prints based on observation of notable characteristics such as color, surface and patterns of degradation. Kissel and Vigneau, along with NYBG's Conservation Librarian Judith Reed, presented their findings in 1995 to a meeting of the Book and Paper Group of the American Institute for Conservation. The *Manual* presents their work to a larger audience.

By providing a specific methodology based on visual clues, the authors have created a tool for identifying photo-reproduced materials dating to the 1860s, for use by non-specialists and conservators alike. This "field guide" to American photo-reproduction provides invaluable help to those charged with preserving architectural prints, and similar materials.

Treasurer's Report, Fiscal Year 2000
April 1, 2000 – June 30, 2000

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total
REVENUE AND SUPPORT							
Membership Dues	$38,000 00	$16,674 50	$2,170.50	$1,106 00		53%	$19,951 00
Publications Sales	$1,500 00	$165 00	$340 04	$169 50		45%	$674 54
Pub Advertising	$2,000 00	$710 00	$0 00	$0 00		36%	$710 00
Bank Interest	$5,000 00	$591 64	$434 10	$254 34		26%	$1,280 08
Conferences	$100,000 00	$20,900 00	$4,125 00	$23,950 37		49%	$48,975 37
Mailing List Sales	$800 00	$60 00	$0 00	$0 00		8%	$60 00
Contributions	$600 00	$119 50	$11.50	$0 00		22%	$131 00
Miscellaneous	$100 00	$0 00	$0 00	$0 00		0%	$0 00
Total Revenue - Support	$148,000 00	$39,220 64	$7,081 14	$25,480 21	$0 00	49%	$71,781 99
EXPENSES							
General	$1,350 00	$0.00	$520.00	$1,150 11		124%	$1,670 11
Administrator	$40,015 00	$15,632 89	$9,495 25	$8,838 65		85%	$33,966 79
Treasurer	$2,275.00	$50 00	($36 80)	$267 97		12%	$281 17
State Caucuses	$1,350 00	$409 15	$48 29	$143 39		45%	$600 83
Committees	$5,675 00	$251 10	$1,035 70	$1,169 26		43%	$2,456 06
Publications	$17,400 00	$7,062 92	$2,395 00	$3,244 58		73%	$12,702 50
MARAC Archivist	$500 00	$0 00	$0 00	$0 00		0%	$0 00
Awards	$575.00	$200 00	$0 00	$300 00		87%	$500 00
Conference Expenses	$76,000 00	$2,325 73	$19,865 64	$6,167 71		37%	$28,359 08
MARAC Scholarship	$2,860 00	$585 00	$585 00	$585 00		61%	$1,755 00
Miscellaneous	$0 00	$0 00	$0 00	$0 00		0%	$0 00
Total Expenses	$148,000 00	$26,516 79	$33,908 08	$21,866 67	$0 00	56%	$82,291 54
NET INCOME or (LOSS)	$0 00	$12,703 85	($26,826 94)	$3,613 54	$0 00		($10,509 55)

SUMMARY - THIRD QUARTER FY 2000	
Opening Balance	$118,803 38
Income	$25,480 21
Expenses	($21,866 67)
Closing Balance	$122,416 92

FUND	OPENING	CREDITS	DEBITS	CLOSING
Current	$28,005 52	$35,480 21	($21,866 67)	$41,619 06
Endowment	$20,797 86			$20,797 86
Reserve	$70,000 00	($10,000 00)		$60,000 00
Totals	$118,803 38	$25,480 21	($21,866 67)	$122,416 92

Cash Accounts	
Checking Accts	$15,455 46
Savings Accts	$62,027 49
Cert of Deposit	$44,933 97
Total	$122,416 92

MARAC Steering Committee Summary

Friday, July 28, 2000
Maryland Historical Society
Baltimore, MD

Chair Jim Byers called the meeting to order at approximately 11:00 a.m.

The minutes of the Spring 2000 Steering Committee meeting were approved.

Chair's Report
The Chair introduced new members to the Steering Committee.

The Chair reported that the IRS has recognized MARAC as a 501(c)(3) tax-exempt educational organization, which should result in significant saving, as sales taxes can amount to several thousand dollars per conference. MARAC will now apply to the appropriate state governments for certification as a tax-exempt organization. In addition, all contributions to MARAC are now tax deductible.

The Chair reviewed the new contract with Kimball and Associates (K&A). The primary changes are:

1. The MARAC Treasurer will resume financial responsibility for MARAC, with the exception of conference payments and registration, and annual dues; and

2. MARAC publications, except for production of the Membership Directory, will revert to MARAC committees.

The Steering Committee will explore options on the layout and production of the *Mid-Atlantic Archivist*. Nominations Committee will design the election ballot. The Mid-west Archives Conference (MAC) will produce the Fall 2000 meeting program. K&A will assist in the production of the Spring 2001 conference program, and will continue to maintain the membership database, provide mailing services, and manage conference registration. The Chair also discussed the Ad Hoc Committee that will monitor the relationship between K&A and MARAC. Members include the Chair, former Chair Janet Linde and Lisa Mangiafico, Membership Development Committee.

Catherine Payson from K&A reported that the 2000–2001 membership renewal forms sent out in early July have returned a sizable response. The Steering Committee was reminded that membership dues are not tax deductible. She reported that K&A was in the process of filling several positions, and stated that she can be reached via e-mail at cpayson@kimbal.com. Steering Committee members noted that Ms. Payson had been of some assistance in resolving membership problems.

Vice-Chair/Meetings Coordinating Committee Report
Marsha Trimble reported that the program would to be mailed soon. She noted that MAC publishes a single program with detailed session descriptions, then provides the location of sessions and similar details at the meeting. She provided the following schedule for Thurs. Oct. 19:

- 9:00 am to 12:00 pm: Committee meetings (program chairs should contact the Local Arrangements Committee if rooms are needed);
- 1:30 pm: Sessions begin; and
- 5:30 pm: Steering Committee meeting begins.

Marsha reported that MAC had decided to deposit checks in a bank account, rather than holding uncashed checks. She also noted a number of excellent tours and workshops, the result of a great deal of grassroots level planning for Local Arrangements.

Marsha then discussed upcoming MARAC meetings. Spring 2001, Philadelphia; Fall 2001, Richmond, VA; Spring 2002, Maryland (possibly Ocean City, Bethesda, or Columbia); and Fall 2002, Poughkeepsie, NY, a joint meeting with the New England Archivists. Future sites may include Harrisburg, PA, where two new hotels are being constructed, and Delaware. Considerable discussion ensued on what attracts MARAC members to meetings: educational opportunities, networking possibilities, and desirable locations with good transportation were considered. It was noted that hotels view conferences as profits centers, which does not work to MARAC's advantage.

Secretary's Report
No report. The Secretary was unable to attend.

Treasurer's Report
Becky Collier reported on the need for budget cuts, due to lack of income from recent meetings. Becky stated that MARAC could not continue to run a deficit, and that the Steering Committee had to look for ways to improve the budget situation. One area of concern was the cost of meeting receptions, including transportation. The possible positive effect of MARAC's new tax status was also discussed.

Becky presented the budget passed by the Finance Committee, which the Steering Committee approved.

See Steering Committee on page 8

Workshops Offered in PA, WV, and VA

"To Outwit Time: Preserving Brittle Paper"

Conservation Center for Art and Historic Artifacts (CCAHA) offers an introduction to the issues institutions face when considering options for preserving brittle paper. This workshop explores the problems of acidic and brittle paper and discusses options for preserving physical and intellectual content of collections. Several methods will be addressed, including mass deacidification, preservation photocopying and microfilming, and digital imaging.

Huntington, WV

Location:
Huntington Museum of Art
2033 McCoy Rd.
Date:
Friday, Oct.27
Registration deadline:
Oct. 13
Co-sponsors:
Huntington Museum of Art, PALINET, and West Virginia Library Association.

Philadelphia, PA

Location:
Union League of Philadelphia
140 S. Broad St.,
Date:
Wednesday, Nov. 8
Registration deadline:
Oct. 25
Co-sponsors:
Union League; Delaware Valley Archivists Group; Association of College and Research Libraries/Delaware Valley Chapter; Drexel University, College of Information Science and Technology Continuing Professional Education; PALINET; Philadelphia Area Consortium of Special Collections Libraries; and Tri-State College Library Cooperative

Schedule for both workshops

9:00 am: Registration and refreshments

9:30 am to 3:30 pm: Workshop

Speaker: Steve Dalton, Director of Field Services, Northeast Document Conservation Center (NEDCC), conducts preservation planning surveys; provides technical consultation on preservation issues for libraries, archives, museums and historical societies; and manages production and distribution of NEDCC publications.

Registration fee: $50 for CCAHA members and co-sponsors; $60.00 for non-members. Lunch not included.

Contact: Preservation Services Office, Conservation Center for Art and Historic Artifacts, 264 South 23rd St., Philadelphia, PA 19103. Voice: 215-545-0613; fax: 215-735-9313; email ccaha@ccaha.org. Program information and registration form available at www.ccaha.org.

CCAHA, established in 1977, is a non-profit regional conservation laboratory serving non-profit cultural, educational and research institutions, as well as private individuals and organizations. CCAHA specializes in the treatment of works of art and historic artifacts on paper, such as drawings, prints, maps, posters, historic wallpaper, photographs, rare books, scrapbooks, manuscripts, and related materials, such as parchment and papyrus. It also offers on-site consultation services; educational programs and seminars; internships, fellowships, and apprenticeships; and emergency conservation assistance.

Workshops partially funded by the National Endowment for the Humanities, the Independence Foundation and The Pew Charitable Trusts.

Introductory Oral History Workshop (VA)

Location:
Virginia Museum of Transportation
Roanoke, VA.
Date/time:
Wed. Nov. 1
9:00 am to 5:00 pm.
Instructor:
Valerie Raleigh Yow, Ph.D., historian, Book Review Editor for the Oral History Association, and author of Recording Oral History: A Practical Guide For Social Scientists and numerous other publications.
Registration fee:
$65 (lunch and workshop materials included). **Pre-registration required.**
Registration Deadline:
Oct. 20.
Contact: Darlene Richardson at 540-767-4642 or historian@vmt.org for information and registration.

Steering Committee from page 6

Archivist's Report
Lauren Brown reported that the MARAC Archives were moving from the McKellden Library Building to the Hornbake Library Building, University of Maryland, College Park, and would close for approximately three weeks between Nov. 2000 and Jan. 2001.

Standing Committee Reports
Education
Tom Rosko reported on workshops at the Cleveland Meeting, and discussed the challenges of organizing local workshops for State Caucuses, which include finding a location (preferably free), identifying instructors, advertising, and cost recovery/ profit distribution. Tom also reported on the National Forum on Archival Continuing Education, a brainstorming session and collaborative effort held in Atlanta, GA. In addition, Tom announced his resignation as Committee Chair; he has accepted a position in Kentucky.

Nominations and Elections
David Anderson noted the Committee would begin work in earnest in September. The Committee is looking for another member. He urged that nominations be sent to him via e-mail.

Membership Development
Lisa Mangiafico reported 20 new members since April 2000. As of July 27, 2000, MARAC had 961 individual and 30 institutional members. She also reported that the early July renewal mailing brought in dues from 253 individuals, or approximately 25% of the membership. Lisa also discussed recruitment efforts: Jim Gerencser and Michael Knies are directing to a campaign toward SAA members, and text and layout for the Membership brochure has been given to the Publications Committee. Finally, Lisa reported that Bernadette Boucher has been appointed to the Committee.

Outreach
The Archives Week 2000 poster is nearly complete, and will be included in the Fall *MAA*. [Readers will note that the poster was actually included in the Summer 2000 issue. Kudos to the Outreach Committee for beating the deadline! *ed.*]

Custer Award
Larry Baume sent a report noting receipt of five nominations: three books or monographs and two articles. The Committee voted to award two prizes this year: $200 for books and monographs, and $100 for articles. The Committee requested that the submission deadline for be moved from August 31 to July 31 to provide additional time to consider submissions. The request was approved.

A mistake in the election process was noted: three individuals, rather than two, were elected to the Committee. It was moved that all three serve their terms on the Committee, and that during the next election cycle, two individuals be elected. The motion was approved.

Finding Aids Awards
The Committee requested submissions and reported on its on-going discussion about the size of awards and the possibility of having a set of awards for larger and smaller institutions.

Publications
The Committee is looking for firms in order to consolidate layout and publication of MARAC products. The Steering Committee made suggestions.

NCCPH
MARAC has rotated off the committee as the representative of regional archival organizations. Bruce Craig has replaced Page Miller. The Steering Committee discussed NCCPH's activities in promoting archives. The Chair agreed to invite Mr. Craig to the joint MARAC/MAC Meeting in Cleveland.

State Caucuses
See reports filed with full minutes.

Fred Miller Lecture
It was proposed to have the next lecture in Philadelphia during the Spring 2000 meeting. The Steering Committee approved the proposal.

Federal Information And Records Management Council (Firm)
Tom Connors reported on FIRM's recent activities, including the Quarterly Summit held June 21. Along with presentations on the Paperwork Elimination Act and the Electronic Records Archives (ERA) being developed by NARA, the relationship between FIRM and other Professional Association Liaisons (PALs), including MARAC, was discussed. The relationship should be further studied.

New Business
A resolution passed by the National Archives Assembly, an internal association of NARA professionals, was discussed. *The Resolution Regarding the Disposition of the Census 2000 Image Files* expresses the Assembly's concern with the decision of the US Archivist to accession the Census 2000 image files (approximately 700 million images in digital or microfilm form, roughly equal to 160 terabytes of imaged data) against the advice of staff members, and without following normal procedures involving stakeholder review. The Steering

See STEERING COMMITTEE on page 9

STEERING COMMITTEE FROM PAGE 8

Committee decided that the resolution was not a purely internal administrative matter, but one that raised concerns important to all archival professionals. The Committee approved a motion that the Chair send a letter of concern to John Carlin, Archivist of the United States. Contacts will be informally made with other archival organizations.

A *New Yorker* article by Nicholas Baker on the destruction of original newspapers after microfilming was noted.

The meeting adjourned at approximately 2:40 pm.

Respectfully submitted,

Jim Cassedy
Acting Secretary

"Architect of Dreams" to Open

The first major exhibit on architect Joseph Urban's designs for theater and opera will open on Oct. 11 at Columbia University's Miriam and Ira D. Wallach Art Gallery. "Architect of Dreams: The Theatrical Vision of Joseph Urban" will include approximately 120 watercolors, set models, drawings, book illustrations and architectural drawings, notably stage designs for the Metropolitan Opera and the Ziegfeld Follies created between 1915 and 1931. The exhibit is drawn from Columbia University's Rare Book and Manuscript Library, repository for the largest collection of Urban's work. Much in the exhibit is on public view for the first time, including ten recently restored stage models.

"Architect of Dreams" will run through Dec. 16. The Miriam and Ira D. Wallach Art Gallery is located at Broadway and 116th St., on the 8th floor of Schermerhorn Hall (1 or 9 subway to 116th St.) and is open Wed.–Sat., 1 to 5 p.m. (closed Thanksgiving week). Admission is free. For information, call 212-854-2877.

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State And Local News

I hope that everyone enjoyed this summer's wild weather. After last year's drought and high temperatures, it's almost a blessing to have balmy breezes and rainy days. Though the rain may have washed out some summer plans, it hasn't dampened the spirits of the MARAC membership. Everyone continues to be busy with all sorts of activities and with planning Archives Week events. Here's the latest from the states...

Delaware

Caucus Representative
Connie Cooper can be reached at 302-655-7161 or hsd@dca.net

District of Columbia

On July 27, the DC Caucus met for a presentation by Rick Biondo of NARA on the renovation of Archives I, where the meeting was held. During a brief business meeting, members discussed plans for Archives Week, other possible Caucus meetings, recruitment, workshops, and ways to increase their use of electronic communications.

The Caucus now has a website and listserv, the latter sponsored by Cheryl Stadel-Bevans. Contact the Caucus Rep for more information. The website can be found at http://www.dcarchivists.org. Webmaster for the site is James Melzer, a student at the School of Library and Information Science, University of Maryland.

The DC Caucus has planned two events for Archives Week. The first is the annual Archives Fair, Oct. 12, 12:30-5:30, at the Smithsonian's Ripley Center. Metropolitan DC archives will be able to display literature, exhibits and other materials. For information, contact Susan McElrath at 202-786-2513 or mcelrath.susan@nmnh.si.edu; or Kristine Kraske at 202-357-3133 or kristine.kaske@nasm.si.edu. The second event is a teacher education workshop on Oct. 14 from 9:00-12:00 at the National Digital Library Learning Center, Library of Congress. Participants will learn about archives and how to use maps, photographs and other primary sources, along with online material, in the classroom.

To celebrate Hispanic Heritage Month and Archives Week, the Washington Area Performing Arts Video Archive and the Washingtoniana Division of DC Public Library will screen *Sins of Sor Juana* by Karen Zacarias, Theater of the First Amendment, on Oct. 10, at 6:30 pm at the Martin Luther King Memorial Library (3rd floor, 901 G Street NW). For information, call Patricia Pasqual at 202-727-2313.

On Oct. 13, the National Archives Assembly will host a panel discussion on the archival impacts of the closing of the Panama Canal Commission. Panelists will discuss records ownership and appraisal, the deterioration of 19th century construction drawings and the expansion of NARA holdings. Moderated by Lisa Haralampus, Assembly President, the panel includes Thomas Cotter, Appraisal Archivist for the Panama Canal Commission; Patrice Brown, Panama Canal Records Subject Area Specialist; and Mary Lynn Ritzenthaler, Records Conservator. The discussion will be held in the National Archives Main Building Theater (Pennsylvania Ave. & 7th St.) from 9:45 to 11:15 am For information, call Jennie Guilbaud at 301-713-7110 x27.

On Oct. 14 at 10:30 am, the Peabody Room of the Georgetown Public Library will host "House Histories — Historic American Buildings Survey (HABS) in Georgetown," a lecture by architectural historian Bill Lebovich who worked on the HABS Georgetown project and now owns a business specializing in buildings research. Lebovich's talk will focus on conducting building histories. For information, contact Peggy Appleman at 202-282-0214.

The George Washington University Library will present the exhibit "Bright Stars Through the Perilous Fight: Men and Women Who Would Be President," from Oct. 2 to Jan. 26, 2001, in the Gelman

SEE STATE AND LOCAL NEWS ON PAGE 11

Send news items to

Danna Bell-Russell
National Digital Library
Learning Center
Library of Congress
101 Independence Avenue, SE
Washington, DC 20540; (202) 707-4159 or **dbell@loc.gov**

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Library (2130 H Street, NW; open 9-5, M–F). Opening at the height of the 2000 US presidential race, the exhibit draws on the vast political Americana collection of brothers Steven and Gary Cohen. Buttons, photographs, cartoons and artifacts trace campaigns from the Jackson/Adams contest of the 1820s to the current election. Also-rans Henry Clay, John C. Breckinridge, William Jennings Bryan, John Davis, Wendell Wilkie and George McGovern are featured. For information, call 202-994-7549.

The National Museum of Health and Medicine's exhibit "Blood, Sweat and Saline: Combat Medicine in the Korean Conflict" reveals the challenges and accomplishments of the military medical teams who served 1950–1953. The exhibit, which runs through July 2001, uses photographs and the recollections of medics, patients and military personnel to convey the realities of practicing medicine in mobile hospitals under fire. Call 202-782-2200 for details.

The Smithsonian Institution Archives and Special Collections Council is sponsoring a symposium on the application of descriptive standards to photographic materials on Sep. 14 at the National Museum of African Art Lecture Hall. The symposium, addressed to professionals responsible for collections of photographic and other visual materials, features keynote speaker Steven L. Hensen, Director for Planning and Project Development, Duke University Libraries and incoming vice president of SAA. Other speakers include Helena Zinkham and Carl Fleishhauer, Library of Congress; Ricky Erway, Research Libraries Group, Diane Vogt-O'Connor, National Park Service; and Lydia Reid, NARA.

Caucus Representative
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Maryland

NARA will host its 16th Annual Preservation Conference, titled "2001, A Case Oddity: Preserving the Physical Evidence of Artifacts and Records" on March 27, 2001. See the "Preservation News" on p. 17 for details and contact information.

NARA's Archival Research Coordinating Committee presents the "Digital Strategies 2000" conference on Nov. 16–17 at Archives 2. Highlights include a discussion of major research in computer and information science and engineering; NARA's initiatives to improve management, preservation and access to electronic records; electronic education projects; and the development of e-government. Speakers include Kenneth Thibodeau, NARA; Lawrence E. Brandt, National Science Foundation; Reagan Moore, San Diego Supercomputer Center; Paula Massen Poulos, NARA; Robert B. Allen and Bruce Dearstyne, University of Maryland; Timothy Slavin, DE Dept. of State; Cavan Capps, Bureau of the Census; and Daniel Greenstein, Digital Library Federation. Advanced registration is required. For information, contact the planning committee at digital.strat@arch2.nara.gov.

In late September, the Banneker-Douglass Museum in Annapolis opened "The Storm is Passing Over," a travelling exhibit of manuscripts, photographs and artifacts documenting the lives of African-American musicians in Maryland. A smaller selection of material is on display at The Freedom Wall at the State House in Annapolis. "The Storm" features the famous — Eubie Blake, Cab Calloway and Billie Holiday — alongside lesser-known musical figures: A. Jack Thomas, one of the first Black bandmasters in the US Army and the first to conduct the all-white Baltimore Symphony Orchestra; violinist, composer and society orchestra leader T. Henderson Kerr; and W. Llewellyn Wilson whose Douglass High School students included soprano Anne Brown, the first Bess in Gershwin's opera "Porgy and Bess." "The Storm" was organized by the Peabody Institute Archives, Johns Hopkins University, in cooperation with the Enoch Pratt Free Library, Coppin State College and the Banneker-Douglass Museum, sponsored by the Afro-American Newspaper and funded by Maryland Humanities Council. Online and student brochures and a teacher's guide can be found at http://www.peabody.jhu.edu/archives/storm. For information, contact the Peabody Archives at 410-659-8257 or the Banneker-Douglass Museum at 410-216-6180.

The Howard County Historical Society in Ellicott City has replaced the part-time positions of Library Director, Museum Director and Reference Specialist with a full-time Executive Director position in order to expand hours beyond the current Tuesdays and Saturdays. The Museum is closed during this transition period, but the Library remains open, staffed by a dedicated group of volunteers.

Rebecca Fitzgerald has been appointed Archivist and head of Special Collections at Mount Saint Mary's College and Seminary, Emmitsburg, MD. Founded in 1808 the Mount is the oldest independent Catholic college in America. The Archives is open to the public 9:00–5:00 on weekdays, but appointments are

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highly recommended (301-447-5397 or rfitzger@msmary.edu). Collections include records related to the College's alumni, including many leaders of the Catholic Church. Prior to her position at the Mount, Rebecca worked for History Associates Inc. as an archivist and records manager. She is also the archivist for the Historical Society of Frederick County, Inc.

Jennifer Sullivan recently joined the Montgomery County Archives in Rockville, under contract with History Associates, Inc. Before completing her MLS degree at the University of Wisconsin-Milwaukee in Dec. 1999, Jennifer worked for two and a half years at the Ryerson and Burnham Libraries at the Art Institute of Chicago. She is a 1995 graduate with a BA in photography from Columbia College in Chicago.

In a ceremony that coincided with its 15th anniversary, the Montgomery County Archives received the papers of longtime county civic leader Stella B. Werner from her daughter, Mary Werner Rose. David McCartney accepted the deed of gift. Also taking part in the program were Hon. Blair Ewing, Montgomery Co. Council; Hon. Jennie Forehand, MD State Senate; Suzanne Carbone, Department of Public Libraries; and Sima Osdoby, acting director of Peerless Rockville, a historic preservation organization. Werner, a member of the Council in the 1950s and president in 1959, was active in the county charter movement in the late 1940s and was instrumental in the founding of the Departments of Recreation and Public Libraries. An exhibit of her papers is on display at the archives through October.

The Alan Mason Chesney Medical Archives of the Johns Hopkins Medical Institutions in Baltimore announces the online publication of the *Guide to the William H. Welch Collection* and a virtual exhibit of items from the Collection. The *Guide*, available in both HTML and SGML/EAD at http://www.med.jhu.edu/medarchives/sgml/whw/WHW-D.htm provides an overview of Welch's life (18501934), an index to the collection, and a listing of the correspondence with leading European and American scientists and other materials documenting Welch's career at Johns Hopkins. In addition, "William H. Welch – A Tribute Exhibition" located at http://www.med.jhu.edu/medarchives/welch/welcome.htm celebrates the 150th anniversary of Welch's birth and commemorates his contributions to twentieth-century medicine and public health. On display are letters, photographs, diary excerpts and a 1932 audio recording. Of particular interest is a 1932 movie of Welch reminiscing about the early days of the Johns Hopkins School of Medicine and major developments in medical science.

The American Institute of Physics' (AIP) Center for History of Physics in College Park announces the newest addition to its web site, the Physics History EAD Consortium at http://www.aip.org/history/ead/. The result of an NEH-funded project to create a union database of EAD finding aids relating to the history of physics and allied fields, the site currently offers finding aids for major collections at ten institutions: AIP, CalTech, Harvard, MIT, Northwestern, Rice, and the Universities of Alaska — Fairbanks, Illinois, Iowa and Texas — Austin.

The C. Burr Artz Library, a Frederick County Public Libraries recently hosted "Maryland in Focus—A Traveling Photography Exhibition," coordinated by the Maryland Historical Society (MHS) in Baltimore and sponsored by Maryland 2000, the state's millennium commission. The exhibit includes 40 images selected from the 400,000 in MHS collections, along with professional and amateur photographs depicting the state's people, places and events from the 1840s through the present. "Maryland in Focus" will travel the state through January 2001. Upcoming venues include Carroll Co. Public Library, Westminster Branch; Caroline Co. Central Library, Denton; Wheaton Regional Library; and Charles Co. Government Building, LaPlata. The next major MHS exhibit, "Maryland in Focus: A Photographic History, 1839-2000," will open at the Society in Baltimore on Dec. 15. Curated by photo historian William F. Stapp, this survey will include over 300 photographs from MHS collections and will be the first exhibit to show the evolution of American photography within a single state.

Caucus Representative
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New Jersey

The annual NJ Archives and History Day celebration will be held on Oct. 14 at the Monmouth County Library Headquarters. Events will include a display of material from the State Archives and other historical organizations; showings of videos on archives; a workshop by MARAC member Tom Frusciano for intermediate and advanced internet users who seek additional skills for online

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historical research; an internet workshop for advanced genealogical researchers; tours of the Monmouth County Archives; and presentations on the history of jazz in NJ, the life of Alice Paul and "The Crossing." The keynote speaker will be Dr. Louise Maxwell, Associate Historian, from the History Channel.

Caucus Representative
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New York

The State Archives has a shorter name, a new logo and a new web address. The name is simply the New York State Archives, which does not require an acronym. The new logo represents a modern, 21st century organization embracing the past and moving into the future. The logo can be seen at http://www.archives.nysed.gov, the newly revamped website.

Some of the NY State Archives' five million canal records recently appeared in a documentary about the Erie Canal, part of the History Channel series "Modern Marvels," which presents "the world's most wondrous architectural and engineering structures, scientific discoveries and social wonders." In May, production crews photographed historical maps, engineering drawings and related documents, including an 1825 invoice signed by Brigham Young for work on the canal. Also filmed were the structure books of David Vaughn, a surveyor and artist who embellished his maps with whimsical drawings depicting the landscape and people of upstate New York in the 19th century.

The US Civil War Center at Louisiana State University selected the NY State Archives to host the 1999 Michael Shaara Award for Civil War Fiction. This year's winner was *Stonewall's Gold* (St. Martin's Press), by Robert J. Mrazek, former Congressman from NY. This is his first book. The $1,000 award, funded by Jeff Shaara and created by him and the Center, is named for Shaara's late father, author of the Pulitzer prize-winning novel *The Killer Angels* on which the movie *Gettysburg* is based.

In May, the Local Government Records and Documentary Heritage Programs of the NY State Archives awarded 561 grants totaling $8.9 million to 492 local governments, and 24 grants totaling $133,323 to community organizations such as historical societies, libraries and local museums. The grants fund a variety of projects ranging from preservation of centuries-old documents to management of active electronic records. Forty-one of this year's grants funded the creation of internet-accessible finding aids, some of which are made available through the State Archives' online catalog at http://www.archives.nysed.gov. Documentary Heritage grants were also awarded to seven historical organizations to identify and preserve historically valuable records of under-documented communities and topics in the state.

The Archivists Roundtable of Metropolitan New York hosted its final meeting of the year at the American Jewish Historical Society. Founded in 1892 in NY, the Society moved in 1968 to Brandeis University in Waltham, MA. While retaining its Waltham facility, the Society recently relocated its national headquarters and most of its holdings to the new state of the art Center for Jewish History, a joint project of the Society, YIVO, the Leo Baeck Institute, the Yeshiva University Museum and the American Sephardi Federation. Participants toured the Center, received an overview of the Society's collections — archival, photo, print and artifact holdings that comprise the largest repository chronicling the American Jewish experience — and heard the executive director discuss the challenges and opportunities of collaborative activity in a multi-institutional facility.

Work has begun on the Researching New York Conference, sponsored by the Department of History, SUNY-Albany, the History Graduate Student Organization; and the New York State Archives and Archives Partnership Trust. The conference will be held at the SUNY–Albany on Nov. 17. For information, visit http://www.nystatehistory.org/researchny.

The Baker-Cederberg Museum and Archives website at http://www.viahealth.org/archives, includes pages on the history of Rochester City/General Hospital, biographies, a timeline, a listing of collections, a select bibliography, and links to sites of similar interest. The site is illustrated with historic photographs from the Baker-Cederberg collections

The Lake Ontario Archives Conference hosted the Upstate New York Archives Conference at SUNY-Albany, on June 16–17. Under the title "From the 17th Century through the 20th Century: Archives Have it All," session topics included heritage tourism, non-traditional uses of religious archives, preservation and access for electronic records, and efforts to save historical records.

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The Documentary Heritage Program Committee seeks nominations from Nassau and Suffolk County historical repositories for the Board of Regents Archives Week Award for Excellence in Historical Records Repositories. Selection criteria are program commitment to the identification, protection, preservation, access and use of historical records; public and education outreach efforts that demonstrate the values and benefits of historical records; and cooperative programming among repositories. In addition, the Long Island Library Resources Council-Documentary Heritage Program sponsors the Fifth Annual Archives Week Leadership Conference on Oct. 12 at the Merchant Marine Officers Club, Kings Point, NY. This year's theme is "Long Island Archives/By Land, By Sea, By Cyberspace." For information about the award or conference, contact Virginia Antonucci at 631-632-6656 or dhp@lilrc.org

Caucus Representative
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Pennsylvania

The Historical Society of Pennsylvania has upgraded its web site to better disseminate news about its collections, services and programs. Visitors to http://www.hsp.org can peruse research guides and exhibitions, such as "Philadelphia: Convention City," which highlights political conventions hosted by the city, among them the nominating conventions of 1856 and 1948. Instructions on conducting family history research at the Society and submitting research queries are included, along with information about hours, programs, publications, membership benefits, and ordering reproductions from collections.

The Pennsylvania Historical and Museum Commission, Pennsylvania State Archives has a new address: PHMC, PA State Archives, 350 North Street, Harrisburg, PA 17120-0090. Please note that the new address applies only to the Archives.

The Historic Collections of the Pennsylvania Hospital has a new website at www.med.upenn.edu/paharc. Though it is a work in progress, the site includes virtual exhibits, a timeline, finding aids, and access and contact information.

The Wistar Institute's Archives has received a grant from the State Library of Pennsylvania for retrospective conversion of its special collections and inclusion of those records in the ACCESS PA database. Wistar's special collections focus on the biomedical sciences, particularly early neurology and comparative anatomy. In addition the Institute holds the Isaac J. Wistar collection of literature, religion and Civil War titles. The scientific and Civil War collection records will be added during the first year, with other titles to be added over the next five years.

The American Philosophical Society (APS) Library has completed the retrospective conversion of its printed materials catalogue. Installation of new presentation software is underway, and the OPAC will be on-line by Oct. 1 at www.amphilsoc.org. In other APS news, Martin Levitt, Associate Librarian and Archives Professor at Temple University, has received a six-month Senior Study Leave from the Andrew W. Mellon Foundation. Marty will spend the time co-authoring a book on archives with David B. Gracy II, the Gov. Bill Daniel Professor in Archival Enterprise at the University of Texas.

Ed Galloway, formerly of the Sen. H. John Heinz III Archives at Carnegie Mellon University, is now coordinator of the Digital Research Library (DRL) at the University of Pittsburgh's University Library System. The DRL supports the university's teaching and research mission through the creation and maintenance of web-accessible digital research collections. DRL's website is http://digital.library.pitt.edu/

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Modern Archives Institute: Internal and External Issues

As an undergraduate and graduate student, I have been involved in library and archival work, and have become increasingly interested in working with original documents. Since June 1998, I have been a Reference Archivist at the Maryland State Archives. As my knowledge of archival practice and principles came from experience, an academic and theoretical perspective was one I sought. I was fortunate, therefore, to receive MARAC's Leonard M. Rapport Scholarship to attend the Summer 2000 session of the Modern Archives Institute (MAI).

My work has provided basic knowledge of the major facets of archival science. The MAI was an excellent combination of traditional and modern methods and subjects. Topics included an overview of archives; architectural, cartographic, electronic and photographic records; acquisitions and appraisal; arrangement and description; records management; reference service; conservation and preservation; and professional ethics. This extensive and intensive course not only reinforced my existing knowledge, but also exposed me to new aspects of the profession: uniformity and procedures, legal requirements, preservation, the Internet, and ethical issues.

Uniformity is one of the most basic and important principles to be applied consistently throughout an archives. Though each institution is different and requires tailored policies, procedures should be written and known to all. A mission statement, giving the purpose and goals of the institution, should precede the policies and procedures of an archive. Uniformity is also applied in acquisitions through a policy that identifies materials within the scope and intent of the mission statement. In this way, collections can receive the best care and remain accessible to patrons. Frequently, locating materials and persuading owners to donate them can be a problem.

Processing techniques have been standardized within our profession. The importance of a collection and its immediate processing and preservation needs must be determined, along with the best ways to provide access to the public. Standard methods do not always work with modern electronic records, because there is less uniformity among them.

Although processing paper records involves a degree of variability, the information they contain does not change after creation. Once established, control of these records is relatively easy to maintain. Electronic records, however, are more difficult. Some, such as vital records, are easy to appraise and store. Other electronic records — webpages for financial companies and newspapers, for example — change rapidly, so that the final, definitive or authoritative version is difficult to identify. If hard copy of these sites also exists, should it too be preserved or should it be treated as the permanent record? To complicate matters, some electronic texts may not be considered permanent at all, such as e-mail.

Once electronic records have been selected and acquired, the preservation question arises. While problems with paper records are well known, electronic records are an undefined area. Because computers crash, back-up disks and paper copies are required. If documents are maintained solely in electronic form, problems of hacking, tampering and viruses appear. For every new program written for protection, a new one will be created to counteract it. Electronic records occupy less space, but more records are created. Finally, permanent records must remain accessible 100 years from now. Advances in technology will necessitate converting these records, which brings another question: which old formats to keep when space is at a premium.

Another area covered in the Institute was the relation of the law to archival records. In government archives, individual agencies create policies within the framework of state law. In some cases, public availability of records is quite clear. Declassification of records follows the law, but pressure from researchers demanding access to the materials can complicate the situation. Gray areas also cloud the issue in private institutions. Restrictions placed by private donors may have the same effect as if a law were passed. To ensure clarity, contracts for the donation of papers must be accurate and specific, and well-enforced as any breech may lead to lawsuits.

While recordkeeping methods change, preservation of materials must continue. Technological advances provide better means of conservation and preservation, but prove expensive. In addition, the rapid increase in the total number of archival documents leads to the question of which should receive priority in preservation efforts. Finally, the conservation techniques applied may not last forever.

The Internet is a new challenge for archives. It allows the public to learn about institutions, and provides

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institutions, in turn, the opportunity to present and discuss their history and holdings. Still, how far can the Internet go? Can an archive place records online and still preserve integrity, business, and utility? How much should be available on the Internet? What can be done to limit the confusion when a patron finds an electronically available document with unfamiliar terminology and handwriting that appears outside of its proper context?

In the face of technological developments and rapid changes, professional ethics remain important. Ethical issues arise in situations like the request of a donor for the return of papers; the use of unprocessed records, dissertations or publications; and the question of allowing some researchers access to records before others. The issues are subject to debate, but a strong ethical sense should support any action. Archives maintain their reputations and their integrity based on the actions of professional archivists.

The archival profession is quite complex and not isolated. The actions of one department affect others within the institution — just as the practice of a single institution can affect many — and the need for uniformity and procedures is reinforced. Yet the profession does not exist in a vacuum: archivists must deal with researchers and patrons, and cope with an ever-changing external world. These lessons in the internal and external aspects of the archives profession are the ones that I take with me from the Modern Archives Institute into the workplace.

– Melody Haymire

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The Forest County Historical Society has received funding from the Pennsylvania Federation of Museums and Historical Organization to develop their archival and museum collections and to provide training for staff in archival processing. Long time MARAC Member Valerie Metzler will serve as consultant.

Caucus Representative
Margaret Jerrido can be reached at 215 204-6639 or mj@astro.ocis.temple.edu

Virginia

The Virginia Museum of Transportation will offer a one-day introductory workshop on oral history on Nov. 1. See the announcement on p. 7 for details.

The Caucus is pleased to announce a new email listserv for its members. The list will serve as a forum for archivists in the commonwealth to discuss professional issues and share caucus announcements. Subscription instructions can be found at listlva.lib.va.us/archives/marac-va.html. Direct questions to Laura E. Drake at ldrake@lva.lib.va.us.

The Southeastern Archives and Records Conference held its annual meeting at the Library of Virginia on May 15–17, drawing 75 archivists and records managers from throughout the state. Details of the proceedings, including session summaries, can be found at www.lva.lib.va.us/state/records/sarc.htm.

Vaughan Stanley, Special Collections Librarian and University Archivist at Washington and Lee University, was recently interviewed for the new PBS piece titled "Lee: Beyond the Battles."

The South West Virginia Archives and Historical Repositories Consortium will host a photographic workshop entitled "Fading Fast: The Care and Management of Photographic Collections" on Thurs. Oct. 12, 10:00–3:00 at Hollins University. Instructors are Elizabeth M. Gushee, Picture Collection Specialist, and Audrey C. Johnson, Picture Collection Coordinator, Special Collections Branch of The Library of Virginia. For information, contact Beth Harris at bharris@hollins.edu or Linda Angle Miller at lmiller@roanoke.edu.

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West Virginia

Caucus Representative
Ellen Hassig Ressmeyer can be reached at 304 766-2083 or eressmeyer@oscar.wvsc.edu

Preservation News

Upcoming Events

October 25. NEDCC workshop on "Fire Prevention and Suppression," in Andover, MA. For information call 978-470-1010 or visit http://www.nedcc.org/calendar.htm.

October 27. The CCAHA workshop "To Outwit Time: Preserving Brittle Paper" at the Huntington Museum of Art in Huntington, WV, See announcement on p. 7.

October 27–29. SAA's "Preservation Institute: Current Issues in Management and Practice," co-sponsored by the University of Maryland. Location: College Park, MD. Registration fee: $549 for SAA members/$625 nonmembers. For information call SAA at 312-922-0140 or visit http://www.archivist. org.

October 30–31. Library of Congress Bicentennial symposium, "To Preserve and Protect: The Strategic Stewardship of Cultural Resources," in collahoration with the Association of Research Libraries. This symposium for library, museum and archives administrators overseeing preservation and collections security programs will provide institutional leaders the opportunity to learn how colleagues are handling concerns related to setting standards, using measurements, and justifying budgets for funders. Registration fee is $225. For information visit http://lcweb.loc.gov/bicentennial/symposia_preserve.html or contact ARL at 202-296-2296.

November 8. CCAHA workshop, "To Outwit Time: Preserving Brittle Paper," at the Union League of Philadelphia. See announcement on p. 7.

November 15. NEDCC "Disaster Preparedness" workshop at the William K. Sanford Town Library, Colonie, Albany County, NY. Registration: $12. For information call NEDCC at 978-470-1010 or visit http://www.nedcc.org/calendar.htm.

February 15, 2001. NEDCC workshop, "Preservation of Scraphooks," sponsored by the New York State Library, at the Guilderland Public Library in Guilderland (Alhany), NY. For information call 978-470-1010 or visit http://www.nedcc.org/nyshook.htm.

March 27, 2001. 16th Annual NARA Preservation Conference, "2001, A Case Oddity: Preserving the Physical Evidence of Artifacts and Records." Conservation scientists, preservation professionals, archivists and records managers will discuss technical issues related to maintaining and handling artifacts and records found in holdings subjected to or subject to forensic examination. Topics covered: examples/case studies; handling and preserving fingerprinted documents and artifacts; firearms and ammunition, and other wood or metal artifacts; blood, body fluids, and other biological materials; custodial issues; preservation responsibilities; and conservation issues. Registration fee is $75. For information call Eleanor Torain, Conference Coordinator 301-713-6718 or visit http://www.nara.gov/arch/techinfo/preserva/conferen/2001.html.

Publications

CCAHA's popular technical leaflet "Managing a Mold Invasion: Guidelines for Disaster Response" hy Lois Olcott Price is now available in English and Spanish online at http://www.ccaha.org/news.html.

Handbook for Digital Projects: A Management Tool for Preservation and Access (NEDCC, 2000) is intended to serve as a resource and response to the questions, conflicts and unique preservation challenges produced by ever-evolving technologies. Many past and present NEDCC School for Scanning faculty members contributed to the publication. The cost of the text is $38.00. Ordering information is available at http://www.nedcc.org.

Inert Gases in the Control of Museum Insect Pests by Charles Selwitz and Shin Maekawa (Getty Conservation Institute, 1999; 122 pp.) describes biological mechanisms by which inert gases kill insects; methods and materials needed to create and maintain an anoxic atmosphere; treatments; construction and use of airtight chambers and low cost bubbles; and procedures for treating objects, as well as supply sources. Available from SAA: 312-922-0140 or http://www.archivists.org.

Preserving Digital Information: A How-To-Do-It Manual by Gregory S. Hunter (Neal-Schulman Publishers, 2000; 200 pp.) shows how to apply "best practices" recommended by professional associations and experts for preserving information in electronic formats. The nature of digital information, media fragility, technical obsolescence, system integrity and the "digital record" are covered. Available from SAA: 312-922-0140 or http://www. archivists.org.

Risk Management of Digital Information: A File Format Investigation by Gregory W. Lawrence, et. al. (CLIR, 6/00; 83 pp. $20. Pub. 93.) is based on an investigation conducted hy Cornell University Library to assess the risks to digital file formats during migration. The report includes a workbook

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to help library staff identify potential risks associated with migrating digital information. Visit http://www.clir.org/pubs/reports/reports.html or order paper copies from CLIR, 1755 Massachusetts Avenue, NW Suite 500, Washington, DC 20036; 202-939-4750.

Guides to Quality in Visual Resource Imaging, issued by the Digital Library Federation and Research Libraries Group, are available at http://www.rlg.org/visguides/. The five guides — which range from project planning to scanner selection, considerations for imaging systems, and digital master quality and storage — share the experience and knowledge of leaders in this field. These tools are designed to serve museums, archives and research libraries that are turning to digital conversion to provide greater access to their visual resources and to help preserve original materials. "Visual resources" include original photographs, prints, drawings, and maps.

Moving Theory Into Practice: Digital Imaging for Libraries and Archives, by Anne Kenny and Oyo Rigger (RLG, April 2000; 189 pp.), a self-help reference for libraries and archives that choose to reformat cultural resources in digital image form, advocates an integrated approach to digital imaging programs — from selection to access to preservation — with an emphasis on the intersection of institutional, cultural objectives and practical applications. It provides guidance in a complex arena, bringing to bear the contributions of more than 50 experts. Available from RLG for $80 + s/h. Ordering information can be found at http://www.rlg.org/preserv/mtip2000.html.

New Preservation Award

The Paul Banks and Carolyn Harris Preservation Award has been established by the Preservation and Reformatting Section of ALA in memory of Paul Banks and Carolyn Harris, early leaders in library preservation. The award consists of $1,500 and a citation, sponsored by Preservation Technologies, L. P., and will be awarded to recognize the contribution of a professional preservation specialist who has been active in the field of preservation and/or conservation for library and/or archival materials. Criteria for selection of the winner will be determined by the person's accomplishments as they relate to preservation leadership in such activities as leadership in professional associations at the local, state, regional or national level; contributions to the development, application or utilization of new or improved methods, techniques and routines; significant contribution to professional literature; evidence of studies or research in preservation; and/or training and mentoring in the field of preservation. The nomination deadline is December 1, 2000. For additional information or to submit a nomination, contact Barbara Berger Eden at Cornell University: 607-255-5291 or beb1@cornell.edu.

Soroptimist Visiting Researcher Program

The Soroptimist Archives offers travel and lodging grants for May 2001–April 2002 to graduate, postgraduate and independent researchers who would benefit from using the collections of Soroptimist International of the Americas and its two affiliated organizations, The Soroptimist Foundation and Venture Clubs of the Americas. Grants of up to $1,000 are available to US and Canadian researchers, and up to $1,500 for researchers from other countries. The collections include the archives of each organization as well as manuscript collections, oral history interviews and artifacts. The Soroptimist Archives supports research on women and volunteerism, advocacy for women, women as fundraisers and organization leaders, and women in business and professions. Application deadline is March 15, 2001. For information and application requirements, contact Lisa Mangiafico, Archivist, Soroptimist International of the Americas, Two Penn Center Plaza, Suite 1000, Philadelphia, PA 19102; 215-557-9300; lisa@soroptimist.org; or www.soroptimist.org.

Philly 2001 — The City That Loves You Back

During the first week of August, the GOP came to Philadelphia, and participants couldn't stop talking about how friendly the people were, how nice the city looked, and how much fun they had. Well, if you think the City of Brotherly Love knows how to show Republicans a good time, just wait and see the fun we have in store for MARAC!

Aside from professional development and mingling with colleagues, MARAC meetings always provide the opportunity to get the flavor of the host city and some of its repositories. Those of us on the Local Arrangement Committee are doing our best to make sure that come May 2001, you'll get the best of Philadelphia's sights, sounds and tastes. Our dedication knows no bounds, and we're even to taking the tours in advance to ensure your enjoyment.

As of press time we have secured a walking tour of the Independence National Historic Park area — no trip to Philadelphia would be complete without it — and behind-the-scenes looks at the Conservation Center for Art and Historic Artifacts, the National Archives' Mid-Atlantic Regional Office, the Pennsylvania Academy of Fine Arts, and the College of Physicians of Philadelphia and Mutter Museum. Other possibilities are a Phillies game (schedule permitting), an architectural walking tour, "Lights of Liberty" (Philadelphia's new light and sound show), the Philadelphia Museum of Art, and a tour of the former Philadelphia Naval Shipyard. Also on tap are Philadelphia's historic and current breweries: what better way to wash down those cheese steaks, hoagies and soft pretzels!

But this is your meeting, so we want to know what you want to see and do. Interested in bicycle riding in Fairmont Park? Retracing the Philadelphia Campaign of 1777? Heeding the sounds of the Jersey Shore, either the pounding surf in Cape May or the ringing slot machines in Atlantic City? Or do you simply want to find the best shopping in town? Let us know! If enough people express similar interest, we can put together tours or provide the information you want and need. Contact either J.J. Ahern, jjahern@amphilsoc.org; Beth Bensman, Beth.Bensman@mail.tju.edu; or Stacey Peeples, scpeeple@phoenix.princeton.edu.

This October, keep in mind that while Cleveland may rock, Philadelphia is the City that Loves You Back. See you in May!

Penn State Librarian To Head Coordinated Microfilming Project

L. Suzanne Kellerman, the Judith O. Sieg Chair for Preservation and head of the Preservation Department in the Penn State University Libraries, has been appointed director of the Committee on Institutional Cooperation's (CIC) sixth coordinated preservation microfilming project. Kellerman will oversee the preservation efforts of nine CIC libraries over a two-year period, beginning in October 2000.

The National Endowment for the Humanities (NEH) awarded the CIC almost $900,000 for the project, in which participating libraries will preserve portions of their collections through microfilming and conservation treatment. Over the course of the project, 7,866 brittle volumes will be reformatted into archival-quality microfilm. More than 100 additional volumes will be repaired through conservation treatment.

In addition to serving as the overall project director, Kellerman will manage Penn State's part of the project, microfilming 527 volumes from the Luis Alberto Sanchez History and Political Science Collection. She has overseen Penn State's work in four previous CIC coordinated microfilming projects.

Kellerman has long been active in library preservation efforts. She was recently elected vice chair/chair-elect of the Preservation and Reformatting Section of the Association for Library Collections and Technical Services, a division of the American Library Association. She is an active member of the CIC Preservation Officers' Committee and recently spearheaded the effort to secure a CIC consortia-wide mass deacidification service arrangement. Kellerman also has served as a grant evaluator for NEH preservation and access proposals, and for Institute of Museum and Library Services National Leadership Grants.

MARAC Finding Aids Awards

Submissions are now being accepted for the 2001 MARAC Finding Aids Awards to recognize outstanding achievement in the preparation of finding aids in both paper and electronic format. Nominated finding aids must be issued by an institution in the MARAC region and available to the public in the calendar year 2000. Monetary awards will be presented at the spring meeting in May 2001. The top award, known as the Frederic M. Miller Finding Aids Award, honors the life and work of Dr. Miller.

Fredric M. Miller (1947–1998) was an archivist, historian, educator and author. He received a BA in Social Sciences from SUNY Binghamton in 1967, followed by an MA in history in 1969, an MS in Library Science in 1973, and a PhD in history in 1972 all from the University of Wisconsin. From 1973 to 1989, Dr. Miller served as curator of the Urban Archives at Temple University where he built an impressive collection documenting the social, economic and political development of Philadelphia. As an adjunct history professor, he established an archival program offered through the public history program at Temple. In 1989, he became a program officer with the National Endowment for the Humanities.

Dr. Miller was an early member of MARAC, holding various offices and working on numerous committees. He was also actively involved with the Delaware Valley Archivists Group and the Society of American Archivists. Dr. Miller wrote the manual *Arranging and Describing Archives and Manuscripts* (SAA, 1990) and co-authored *Still Philadelphia: A Photographic History, 1890–1940* (1983), *Philadelphia Stories: A Photographic History, 1920–1960* (1988), and *Washington Seen: A Photographic History, 1875–1965* (1995).

More information on the Finding Aids award committee selection process can be found at http://www.lib.umd.edu/MARAC/maracawd.htm#Finding.

Please send the URL for electronic finding aids or two copies of printed finding aids by March 12, 2001 to Lynn Catanese, Hagley Museum and Library, PO Box 3630, Wilmington, DE 19807 or catanese@udel.edu.

DC History Day First Hand Contest Winner

The first winner of the DC History Day First Hand Award is Alex Buchner, an 8th grade student from Alice Deal Junior High School. He received a $15 gift certificate to the NARA store. Sponsored by the National Archives Assembly and the DC Caucus, The First Hand Award: Creative Uses of Primary Sources is given to a Washington, DC, participant in the local level of the History Day National Contest. Winning entries demonstrate excellent understanding of the difference between primary and secondary sources, make extensive use of primary sources in their projects and creatively incorporate these source into their presentations.

Alex's History Day Entry "Concrete Wall Built to Fall," focused on the Berlin Wall and the significance of its destruction. He placed third in the city-wide contest and First Hand Award was his reward (only the top two projects go on to Nationals). Because Alex has family in Berlin, the topic has special significance for him. He interviewed people whose lives were directly affected by the experience, including a young woman who was a tourist in Berlin when the Wall fell. Her impressions and personal photographs were included. Alex also incorporated artifacts, such as a hammer that had been in his family. Along his strong primary research, Alex's exhibit was attractive and well thought out.

The idea for the contest came from a Subcommittee of the DC Archives Week 2000 Planning Committee that developed the contest details with their History Day contact, Mychalene Giampaoli of the Historical Society of Washington, DC. Subcommittee members include Jennie Guilbaud, NARA; Kristine Kaske, National Air and Space Museum/Smithsonian Institution; Susan McElrath of the National Anthropological Archives/Smithsonian Institution; and Heather Moore, Senate Historical Office. The DC Caucus and the National Archives Assembly look forward to offering this award in future years to other deserving DC students.

Employment Opportunities

Archives Technicians (2 positions)

Part-time; temporary

Brooklyn, NY

The New York Transit Museum Archives is seeking two archives professionals for a one year grant project focusing on a collection of records chronicling a single power substation for the IRT subway. A qualified conservator will provide on-site training. The project will by carried out at the New York Transit Museum Archives at 130 Livingston St., Brooklyn

Responsibilities: Technicians will be responsible, in consultation with the conservation specialist and archivist, for general stabilization of the materials, cleaning, re-housing log books, manuals, engineering drawings, and administrative records, as well as identifying items, creating box lists, completing cataloging worksheets with description notes, implementing conservation measures and creating preliminary documentation for the archives database. All work will be in keeping with standard professional guidelines.

Qualifications: Candidates must possess at least a BA (MA preferred) in library science and/or archival studies, American history, industrial history, American studies or a related area, and no less than two years archival experience. The Archives Technician must possess an interest in the history of public transportation in New York City; familiarity with the geographical layout of the subway system; and experience or training in archives management, library science, history, architecture, engineering, or a combination of those fields. Experience working with historical paper-based collections is preferred. The Archives Technician must be detail-oriented, able to work with materials that contain dust, and lift a 40 lb. box waist-high.

These are part-time positions for the duration of the grant project, at a rate of $15 per hour. To apply, send a letter of interest, current resume, transcript of college courses or professional training, and the names of three references who can evaluate work skills, experience and knowledge to the attention of the Archivist, New York Transit Museum Archives, 130 Livingston St, 9th Floor, Box E, Brooklyn, NY 11201.

Project Manager and Project Archivist (2 positions)

Full-time; temporary

Philadelphia, PA

The Archives of the Philadelphia Museum of Art has two temporary full-time positions available funded by the Andrew W. Mellon Foundation. This four-year project will enhance access to five historically significant collections held in the Museum's curatorial departments. Project staff will implement an integrated program of processing, preservation, database development, digitization and encoding finding aids in EAD for local and internet distribution. Both positions are grant-funded, full-time positions with a four-year duration.

Both positions require an MLS from an ALA-accredited library school and/or MA in art history, history or related discipline with archival specialization; experience with descriptive cataloging principles, including MARC-AMC and metadata standards; familiarity with encoded text applications (SGML, XML, HTML); excellent oral and written communications skills; and ability to lift and move boxes weighing up to 40 pounds. Applicants should be organized, conceptual self-starters able to meet deadlines, preferably with museum experience.

Project Manager

Reporting to the Museum's Head Librarian, incumbent will manage a multi-faceted grant project. Salary: $41,000 including a competitive benefits package.

Responsibilities. Primary responsibility for coordinating project work between the Museum Archives and curatorial departments. Establish and maintain physical and intellectual control over collections according to professional standards. Supervise full-time Project Archivist in the appraisal and arrangement of records, preservation of materials, preparation of finding aids, and the development of bibliographic and collection management records for national and local databases. Develop and maintain project manuals, procedures and schedules, and evaluate progress towards project goals. Ensure that project staff are properly trained and proficient in the application of procedures, and facilitate the knowledge transfer from temporary to permanent staff upon conclusion of the project. Supervise part-time Digital Collections Support Specialist in developing digital collections and databases for internet/intranet distribution. Coordinate development and maintenance of web sites, brochures and other materials to communicate project goals and

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EMPLOYMENT OPPORTUNITIES FROM PAGE 21

progress within the Museum community. Make recommendations on personnel selection, staffing requirements, equipment and supplies. Process at least one collection with particularly rich intellectual content.

Requirements. Five years of professional archival experience, including appraisal, arrangement and description. Demonstrated ability to plan and manage complex projects, including supervisory experience. Experience with word-processing, spreadsheets and database programs (especially MS Access), and with EAD DTD. Demonstrated ability to work with individuals at all levels including administrators, colleagues and general staff.

Project Archivist

Under the direction of the Project Manager, incumbent will process four manuscript and record collections. Salary: $35,000, including a competitive benefits package.

Responsibilities. Arrange, describe and make accessible selected archival collections according to professional standards. Analyze unprocessed and semi-processed records to develop appraisal criteria, and arrangement/description procedures. Identify and care for "at risk" documents using basic preservation procedures or coordinating conservation treatment with outside vendors. Prepare descriptive inventories using a collection management system and adhering to bibliographic and metadata standards. Encode finding aids, tagging documents in-house or overseeing outside document conversion vendor. Train and supervise full-time Project Assistant. Assist Project Manager and Digital Collections Support Specialist in content development by integrating EAD documents in an electronic research site.

Requirements. Three years professional experience processing manuscripts and/or institutional records. Demonstrated ability with EAD DTD. Familiarity with collection management systems and scanning technologies. Knowledge of basic preservation principles and techniques. Ability to work as a team member.

To apply: Submit a cover letter with salary requirements and resume

- by email to Deborah Posner at jobs@philamuseum.org (avoid text and graphical enhancements);
- by regular mail to Human Resources Dept., Philadelphia Museum of Art, P.O. Box 7646, Philadelphia, PA 19101-7646; or
- by fax to Human Resources Dept. at 215-684-7977

Review of the applications will begin immediately and will continue until the positions are filled.

The Philadelphia Museum of Art, a non-profit institution, is an equal opportunity employer with a commitment to create and maintain a diverse community.

MARAC Spring Business Meeting

Saturday, May 20, 2000
New Brunswick, NJ

Chair Jim Byers called the meeting to order at 8:30 am.

The minutes of the Business Meeting of November 13, 1999, were approved.

Chair's Report
Jim Byers reported that MARAC's contract with Kimball & Associates (K&A) was almost up for renewal, and that the ad hoc committee to review K&A's provision of services had recommended renegotiating the contract. Specifically, responsibilities for finances and publications should be removed from the K&A contract and returned to MARAC. K&A recomputed its fee under the new terms. The Steering Committee approved the recommendations with two conditions: first, that a new committee be appointed to review K&A's performance and execution of the new contract, and second, that MARAC closely monitor its finances to ensure that it can afford these services.

Vice Chair's Report
A. Thanks were extended to the Local Arrangements and Program Committees for the their hard work on the meeting, and to the vendors for their participation.

B. Future meetings were announced: Cleveland, Oct. 19–21, 2000 (joint meeting with MAC); Philadelphia, May 3–5, 2001; Richmond, VA, Oct. 25–27, 2001; Maryland, Spring 2002 (dates and location to be determined); Poughkeepsie, NY, Fall 2002 (joint meeting with NEA).

C. Meetings Coordinating Committee recommended raising the ceiling for conference registration fees to $65. Steering Committee approved this recommendation. Local Arrangements will continue to set registration fees to ensure that conferences cover their expenses, through both fees and fundraising.

Treasurer's Report
A. Second quarter income came from dues and publications, while expenses included K&A's management fees, costs of publishing the *Mid Atlantic Archivist* and conference program printing. The reserve has been depleted by $15,000 this fiscal year and it is expected that another $5,000 will be needed.

B. Recent conferences (Penn State and Hauppauge) did not make a profit; it is expected that the New Brunswick meeting will follow suit.

C. The requisite paperwork has been filed with the IRS to change MARAC's tax status from 501(c)6 to 501(c)3. This will exempt MARAC from sales taxes, and will result in considerable savings at conferences.

D. The auditors have reported that MARAC's finances have been handled properly.

Nominations And Elections
New state caucus representatives were announced: Connie Cooper, DE; Jim Cassedy, DC; Mary Mannix, MD; Gary Saretsky, NJ; Geoff Huth, NY; Margaret Jerrido, PA; Laura Drake, VA; and Ellen Hassig Ressmeyer, WV. New Arline Custer Award Committee members are Danna Bell-Russell and Bruce Dearstyne. Nominations and Elections Committee members now include Dave Anderson (Chair), Sue Koutsky and Lois Densky-Wolff

Awards
A. Finding Aids Award — Nineteen submissions were made. Awards were given in two categories: two awards for small repositories and two for large repositories.

B. Scholarship Awards to the Modern Archives Institute were awarded to Judith Gardner-Flint (Winter) and to Melody Haymire (Summer). Jessica Feldman and Elizabeth Arena received MARAC meeting scholarships.

C. Service Awards were presented to Michelle Dzyak, Jackie Esposito, Sue Hamburger and Diana Shenk.

Fall 2000 Conference With MAC
Jennie Guilbaud and Dan Linke gave presentations on the upcoming Cleveland meeting, which will be the first joint meeting with the Midwest Archives Conference.

Old Business
John LeGloahec read the following resolution:

Whereas,
I think I shall never see
A MARAC meeting as lovely as a tree
Workshops
so hot as to cause alarm
Yet Zoom Text's presentation bought the farm.
The revelers in the hospitality suite
Watched a light show but had little to eat.
One ferry rider was left to ponder Miss Liberty's fate
While the buses knew where to go but were a little late.
At lunch we learned of bombs and death,

See Old Business next page

Welcome New Members

Geoffrey P. Williams
University of Albany, SUNY

Jason A. Weishaup
Goodwill Industries International, Inc.

Patricia M. Virgil
Buffalo & Erie County Historical Society

David Vecchioli
Morristown National Historical Park

Linda Tompkins-Baldwin
Baltimore Museum of Art

Angela Todd
Hunt Institute for Botanical Documentation

Raymond Teichman
Franklin D. Roosevelt Library

Tracy L. Smith
Educational Testing Service

Lyn Slome
American Jewish Historical Society

Ruth Simmons
Rutgers University

Mary Ronan
NARA

Sandy Reber
Longwood Gardens

Laura W. Polo
Crawford County Historical Society

Carol Welch Perlman

Laura Parrish
Winterthur Library

Dr. Ferris Olin
Rutgers University

Sister Betty Ann McNeil, DC
St. Joseph's Provincial House

Kara M. McClurken,
University of Maryland

Alex Magoun
David Sarnoff Library

Christie Lutz
Seeley G. Mudd Manuscript Library, Princeton University

Lyn Koutchen
SYDA Foundation

Michael F. Knight
Gettysburg National Military Park

Judith Johnson
Lincoln Center for the Performing Arts

Richard Hollinger
New Jersey Historical Society

Richard A. Henneges
Legislative Resource Center/US House of Representatives

Ellee L. Figi
University of Maryland

Linda Edgerly
The Winthrop Group

Neil Dahlstrom
Space Business Archives

Beth Colosimo
New Jersey State Archives

Renee Braden
National Geographic Society

Rene Boatman
Princeton University

Roberta Blitz
Avery Library/Columbia University

Barbara Stanton Bennett

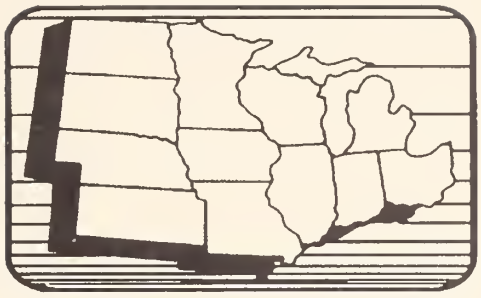
Old Business from previous page

And of New Jersey's most heinous theft.
We were labeled archivists who saved a state
To which Gunnar exclaimed "We are great!"
Jim Byers was the prom show stopper
Cha-cha-cha-ing with the teeny bop-pers.
The racing boys with Snap On tools
Made the temperatures downright cool.
The Bukalow bathrooms were not quite adequate,
And Old Bay's Blues led to questions of cover charge etiquette
If Time Management left you with stress, .
Iron Mountain's squishy boxes will reduce the rest;
Reaching out across the miles,
Soroptomists will give you smiles.
The end of the hospitality suite made us cry,
For it seems that Cleveland will be dry.
We leave the land of the Sopranos and Bruce,
To head west to the city of the fans of Wahoos.

The meeting was adjourned at 9:30 am

In Memoriam

Leon de Valinger, Jr., longtime Delaware State Archivist and a pioneer of the modern archival profession, died on July 4 at the age of 95. A native of Middletown, DE, de Valinger graduated from the University of Delaware in 1930. He became assistant state archivist in late 1930 and state archivist in 1941. When de Valinger began his career, the state's archives were at a low ebb in terms of both collections and facilities. During his tenure, which lasted until 1972, he created a modern archives for the state. He was also active in SAA, serving as its president in 1962. Today, the Delaware Public Archives continues to build on the foundation Leon de Valinger created. He will be missed.



Archival Issues

The Journal of the Midwest Archives Conference

Published twice annually and circulated throughout the United States and the English-speaking world, *Archival Issues* is the United States' other archival journal.

All submission are refereed, and the Editorial Board of *Archival Issues* strives to publish diverse and stimulating articles that will interest and educate archivists in a wide variety of institutions and at different career stages. Recent and upcoming articles include an analysis of public perceptions of archives, a major reappraisal case study, a look at EAD obstacles and opportunities, a provocative essay on archival education, and an overview of evolving electronic records theory and practice.

While the journal receives and publishes submission from throughout the United States, the Editorial Board is especially interested in publishing excellent papers presented at major regional conferences, and in particular would welcome submission from MARAC meetings. Submissions by students in graduate programs are also encouraged.

And in the frugal tradition of the U.S. heartland – a subscription costs only $20 per year. Visit our Web page at **http://www.midwestarchives.org/ai.htm.**

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The *Mid-Atlantic Archivist (MAA)* is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes interested individuals who live and work in Delaware, the District of Columbia, New Jersey, New York, Maryland, Pennsylvania, Virginia, and West Virginia. MARAC seeks to promote the professional welfare of its members; to effect cooperation among individuals concerned with the documentation of the human experience; to enhance the exchange of information among colleagues working in the immediate regional area; to improve the professional competence of archivists, curators of textual, audio-visual and related special research collections, and records managers; and to encourage professional involvement of those actively engaged in the acquisition, preservation, bibliographic control and use of all types of historical research materials.

Individual annual membership dues are $35. The dues year runs from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *MAA* at $15 per year.

Membership applications should be addressed to: MARAC, 6707 Old Dominion Drive, Suite 315, McLean, VA 22101-4503; phone: (703) 556-4905; fax: (703) 556-9301; **cpayson@kimbal.com.**

Material for publication should be sent to Susan Aprill, Archivist & Information Manager, Edwin Schlossberg Incorporated, 641 6th Avenue, 5th Floor, New York, NY 10011, phone: (212) 989-3993 x237; fax: (212) 691-0290; **saprill@esinter.com.** Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Bruce Abrams, Office of the New York County Clerk, 60 Centre Street, Room 161, New York, NY, 10007; phone: (212) 374-4376.